DOCUMENT RESUME

ED 366 714 CE 064 231

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TITLE	Designing Training and Development Systems. Third Edition.
REPORT NO	ISBN-0-8144-5080-6
PUB DATE	92
NOTE	532p.
AVAILABLE FROM	AMACOM, Division of American Management Association, 135 West 50th Street, New York, NY 10020.
PUB TYPE	Books (010)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	Adult Education; Behavioral Objectives; Criterion Referenced Tests; Curriculum Development; Delivery Systems; Educational Equipment; Educational Strategies; Evaluation Criteria; *Instructional Design; Instructional Development; Instructional Materials; *Labor Force Development; Material Development; Needs Assessment; Program Costs; Program Design; Program Evaluation; Program Implementation; *Staff Development; *Systems Approach; Trainees; *Training; *Training Methods

ABSTRACT

This book presents a systems approach to developing a comprehensive training and development program. It is addressed primarily to human resources development (HRD) managers and training and development practitioners in either the public or private sector, and it may also be useful to individuals responsible for developing instructional programs or evaluating the effectiveness of training and development activities. It contains 22 chapters. The following topics are covered: understanding the dimensions of training and development, challenges and issues, using a systems approach to training and development, implementing a development strategy, assessing training and development needs, collecting and analyzing job data, constructing criterion measures, constructing evaluative instruments, writing training objectives, choosing a delivery system, selecting and sequencing content, selecting and using training strategies and media, developing and validating training materials, determining equipment requirements, selecting and training instructors, producing training documents, selecting trainees, conducting training, administering and analyzing criterion measures, evaluating training systems, following up graduates, and calculating costs and benefits. A rating scale for evaluating proposals for contract training and list of 99 hardware and software sources are appended. Each chapter includes a substantial bibliography. (MN)

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